

# MONROE COUNTY

## JOB DESCRIPTION

<b>Position Title:</b> Sr Coordinator Fleet		<b>Date:</b> 05/19/03
<b>Position Level:</b> 9	<b>FLSA Status:</b> Non-Exempt	<b>Class Code:</b> 9-18

### GENERAL DESCRIPTION

Primary function is to assist the Fleet Management Director with Administration, and Policing of all Fleet Management functions, policies and procedures. Work involves management of three full-service maintenance and repair facilities, three automated fueling stations, County wide vehicle replacement, preventative maintenance programs, contract management, budget preparation, safety/right to know/vocational training, inventory control, etc. (May act as Director during Department Director's absence.)

### KEY RESPONSIBILITIES

1. \*Ensures that clerical obligations of the Fleet Management Department are completed in a timely and professional manner. Assigns and reviews work assignments as needed.
2. Assists with budget preparation for Fleet Management Department.
3. Responsible for preparation and management of all contracts under the purview of Fleet Management. Includes specification package and contract document preparation, receipt and verification of all licenses and insurance, contract execution and issuance of notice to proceed.
4. Assists with preparation of Fleet Management agenda items requiring BOCC approval.
5. Revises Fleet Administrative Instructions and Fleet Policy/Procedure Manual as needed.
6. \*Tracks inventory control, administers removal and disposal of surplus vehicles, and equipment from inventories for Fleet Management and all departments/agencies participating in Fleet Programs.
7. \*Tracks maintenance, repairs, inspections, recalls, accidents, and fuel consumption with use of computer software systems for Fleet Management and all departments/agencies participating in Fleet Programs. Includes system design, setup, troubleshooting, employee training, etc.
8. \*Acts as system administrator of CCG Faster and Trak Engineering Fleet Management and fuel tracking software systems for Fleet Management and all departments/agencies participating in Fleet Programs. Includes system design, setup, troubleshooting, employee training, etc.
9. Prepares daily, weekly, monthly, and/or annual reports as required utilizing CCG Faster and Trak Engineering computer software systems.
10. \*Acts as Fleet Liaison. Frequently coordinates with federal, state, and local agencies as well as all departments/agencies participating in Fleet Programs.
11. \*Administers Programs for capital vehicles and equipment procurement and replacement for Fleet Management and all departments/agencies participating in Fleet Programs.
12. Assists Department Director and/or Public Works Division Director with special projects.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> Sr. Coordinator	<b>Class Code:</b> 9-18	<b>Position Level:</b> 9
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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Associates Degree or Two Year College equivalent required.
<i>Experience:</i>	2 to 3 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of other outside of the assigned department.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem, solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgement is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On Call 24 hours pending disasters.

<b>APPROVALS</b>	
<i>Department Head:</i>	
Name: _____	Signature: _____ Date: _____
<i>Division Director:</i>	
Name: _____	Signature: _____ Date: _____
<i>County Administrator:</i>	
Name: _____	Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

